



## Part II: Information Provided by Referrer

The above-named student is applying for admission to Ottawa University Graduate Studies in Counseling. In compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), if the student has not signed above, he/she will have access to this form upon enrollment in the University.

*Please carefully* estimate this applicant's qualifications and complete this form candidly. Check the appropriate description for each characteristic. Consider each trait individually and evaluate only on the basis of each trait. When feasible, give examples that support your rating of each trait.

*Please keep in mind that the applicant's file will not be reviewed until this form is returned.*  
Thank you for your valued assistance.

### Your history with applicant:

In what capacity have you known this applicant?

**Instructor:** What course(s)? When? What grade(s) did this former student receive? What opportunities did you have to observe personal/social skills of the applicant?

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**Academic advisor:** Dates, frequency of meetings, types of advising activities. What opportunities did you have to observe personal/social skills of the applicant?

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**Work/Training Supervisor:**

**Counseling/mental health-related setting:** Where, when, activities observed, frequency/types of observations. Did you complete formal performance evaluations on this person? \_\_\_\_\_

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**Non-counseling/mental health-related setting:** Where, when, activities observed, frequency/types of observations. Did you perform formal performance evaluations on this person \_\_\_\_\_

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**Other:**

Specifically describe the length of time and exact capacity (ies) (i.e., personal and professional) in which you have known this applicant. Indicate the frequency and types of opportunities you have had to observe personal/social and/or academic skills.

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Applicant: \_\_\_\_\_

Referrer: \_\_\_\_\_

Where possible, please consider this applicant in comparison with other individuals who have succeeded in graduate professional training and/or are **practicing as competent, certified/licensed professional counselors** (If you have not had the opportunity to gain knowledge that can address any of the following questions, please check “DK”).

Please complete this form candidly. Check the appropriate description for each characteristic. When feasible, give examples that support your rating of each trait.	Excellent	Above Average	Average	Below Average	DK
<b>Scholastic Capabilities</b>					
Ability to perceive and relate ideas; originality; acceptance of academic responsibilities. EX: _____ _____					
<b>Communication Facility</b>					
Adequate vocabulary; ability in oral expression; effective written communication; satisfactory reading level. EX: _____ _____					
<b>Initiative and Industry</b>					
Ability to plan and execute plans to completion; consistent in level of accomplishment; resourceful; develops interest; to perform beyond expectation. EX: _____ _____					
<b>Social Conduct</b>					
Cooperative with peers, faculty, supervisors, clients; accepts school, work, community regulations; respects rights and property of others; a dependable citizen. EX: _____ _____					
<b>Emotional Stability</b>					
Accepts responsibility for own decisions and actions; uses positive conflict management and problem-solving techniques when frustrated or confronted with criticism; objective in opinions and attitudes; maintains even disposition; manages time well; no impairments related to substance use/abuse (alcohol and/or drugs) or other disease/condition/disorder (including physiological, mental, or psychological).* *Consistent with application eligibility criteria, Arizona Board of Behavioral Health Examiners. EX: _____ _____					
<b>Peer Relationships</b>					
Generally liked by others; well mannered; accepted by peers; poised in social situations; friendly; participates in group activities. EX: _____ _____					

Applicant: \_\_\_\_\_

Referrer: \_\_\_\_\_

	Excellent	Above Average	Average	Below Average	DK
<b>Influence and Leadership</b>					
Lends influence to acceptable behavior; is able to organize and inspire confidence in others; given place of leadership by others. EX: _____ _____					
<b>Integrity</b>					
Peers and supervisors depend on him or her; consistently trustworthy; generally honest and reliable; no history of academic, professional/ethical, or legal misconduct (including pending complaints). *Please attach explanation if you are aware of any pending or past complaints re academic, professional/ethical, legal issues. EX: _____ _____					
<b>Purpose</b>					
Has definite purpose in plans; effectively motivated in carrying out purposes; generally is goal-directed. EX: _____ _____					

Comments:

Are there any circumstances relating to this applicant that the University should know before deciding upon his/her admission, or that would assist in the counseling process?

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### Recommendations

Please state recommendations in respect to this applicant's admission to Graduate Studies in Counseling at Ottawa University – Arizona.

- I DO
- I DO **NOT**
- I **PROVISIONALLY**

Recommend this student for this program, based on my evaluations regarding academic and/or personal preparation for practice in the field of professional counseling. Please summarize your reasons:

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Applicant: \_\_\_\_\_

Referrer: \_\_\_\_\_

Please print or type:

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First Middle Last

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Mailing Address City State Zip

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Profession/Position Degree/Certificates

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Email Address

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**Signature** Date

Ottawa University reserves the right to select students on the basis of academic performance and personal qualifications. Ottawa University does not discriminate in its education programs or activities on the bases of race, color, sex, handicap/disability, national or ethnic origin, age, sexual orientation, or other statuses protected by applicable on discrimination laws.

*Please keep in mind that the applicant's file will not be reviewed until this form is returned.* Thank you for your valued assistance.

Thank you-

Applicant: \_\_\_\_\_

Referrer: \_\_\_\_\_